



**DEPARTMENT OF PUBLIC SAFETY
POLICIES & PROCEDURES**



POLICY NUMBER

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ISSUED ON:
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SUBJECT: STATE POLICE ORGANIZATION AND ADMINISTRATION

REVISION NO:

5

1.0 PURPOSE

The purpose of this policy is to establish the organizational and administrative structure and principles of command of the State Police. This policy includes the Organization and Administration Chart that visually depicts the department's structure.

2.0 POLICY

It is the policy of the State Police to maintain organizational structure and administration for maximum efficiency and effectiveness.

3.0 APPLICABILITY

This policy is applicable to all employees of the State Police Division.

4.0 REFERENCES

A. CALEA Chapter 11 - Organization and Administration

B. Section 29 Article 2 State Police, NMSA 1978

5.0 DEFINITIONS

NONE

6.0 PROCEDURE

A. Organization and Administrative Structure

1. The State Police is a para-military organization with the following rank structure:
 - a. Deputy Secretary of Operations – Chief
 - b. Deputy Chief – Chief of Staff
 - c. Deputy Chiefs
 - d. Inspector
 - e. Major
 - f. Captain
 - g. Lieutenant
 - h. Sergeant

- i. Senior Patrolman/Agent
 - j. Patrolman/Agent
 - k. Recruit Officer.
2. The State Police is commanded by the Chief, who is appointed by the Cabinet Secretary of the Department of Public Safety. The Chief of the State Police is selected from within the ranks of the Department. Prerequisites for the position include a minimum of ten continuous years of service with the Department immediately prior to appointment, with a minimum of three years in a supervisory capacity.
 3. The Office of Chief of the State Police also functions as the **Deputy Secretary of Operations for the Department of Public Safety**. As such, the Chief is responsible for overseeing all aspects of the Motor Transportation Police Division Program (MTPD) and the Law Enforcement Program; the group of state law enforcement entities within DPS comprised of the State Police Division, the Special Investigations Division (SID) and the Training and Recruiting Division.
 4. The **Deputy Chief – Chief of Staff**- which reports directly to the Chief of the State Police, is responsible for the day-to-day operation of the State Police, and is appointed in rank by the Chief of the State Police.
 5. **Standards Bureau** - Commanded by a supervisor whose rank is at the discretion of the Chief and who reports directly to the Chief. This bureau manages internal affairs complaints and investigations, and also maintains responsibility over the Research & Development Section.
 6. **Training and Recruiting Bureau** - Commanded by a supervisor whose rank is at the discretion of the Chief and who reports directly to the Chief of Staff. This bureau is comprised of the State Police Training and Recruiting Bureau and the State Police Recruit School.
 7. **Special Operations Bureau** – Commanded by a supervisor whose rank is at the discretion of the Chief. This position oversees all specialty teams and the Aviation Section, as well as Department Special Operations.
 8. **Governor's Security Detail** - Commanded by a supervisor whose rank is at the discretion of the Chief and who reports directly to the Chief. This section provides security and transportation to the Governor and the First Family.
 9. **Public Information Office** - Commanded by a supervisor whose rank is at the discretion of the Chief, who reports directly to the Chief of Staff and functions as the departmental public information officer or spokesman.
 10. **Chief Security Office** - Commanded by a supervisor whose rank is at the discretion of the Chief and who reports directly to the Chief. This position maintains liaison with the Department's IT division, including functioning as the Information Security Officer for CJIS. This position also has responsibility over the security of the headquarters building and grounds.
 11. **Law Enforcement Records Bureau (LERB)** – Commanded by a supervisor whose rank is at the discretion of the Chief and who reports directly to the Chief. LERB maintains NM State Police Repository (Offense Incident/Accident Reports), Sex Offender Registration, Automated Fingerprint Identification System, Interim

Distributing Imaging System, NM Missing Person's Information Clearing House, State Tracking Number Program, NCIC Interstate Identification Index (III), and the Uniform Crime Reporting (UCR)/ National Incident Based Reporting System (NIBRS) Program.

12. Based on the department rank structure as a para-military organization, when the Chief is absent, he/she will appoint a temporary replacement to act on the Chief's behalf in order to continue Department operations.
 - a. In a normal or expected absence of the Chief, the Chief of Staff will serve as his/her temporary replacement.
 - b. In exceptional circumstances and/or in the event that the Chief is incapacitated, or has an extended absence, the Chief of Staff will temporarily assume the Chief's duties. In the event that both the Chief and Chief of Staff are incapacitated, the Deputy Chief with the most time in grade will assume the Chief's duties. In the event of a large scale incapacitation/absence, the above process will continue through the ranks assigned to the Chief's staff.
 - c. In situations involving personnel of different functions engaged in a single operation, the commander, or his/her designee, of the major function guiding the operation shall assume operational command.

Example: The service of a high-risk search warrant involving the Investigations Bureau and the State Police Tactical Team. In this scenario, the search warrant was obtained by Investigations; therefore, Investigations has operational command. However, the other Departmental functions shall coordinate their responses through the operational commander; e.g. the Tactical Team will have command over the tactical aspects of the operation but must work under the auspices of the Investigations Bureau operational commander.

B. State Police Bureaus - The State Police is separated into two main Bureaus, the Uniform Services Bureau and the Investigations Bureau; each commanded by a **Deputy Chief** who report to the Chief of Staff.

1. Procedures for the communication, coordination and cooperation amongst all agency functions and personnel
 - a. Communication, coordination and cooperation between all agency functions is encouraged and expected.
 - b. Representatives from all bureaus/divisions of the Department of Public Safety shall attend and participate in weekly staff meetings with the Chief or his designees. Each bureau/division will have the opportunity to discuss administrative or operational aspects of their respective areas during this staff meeting.
 - d. Each bureau/division will also participate in a weekly telephone conference designed to promote information sharing amongst each area of the Department. In this conference, representatives from each bureau/division as well as each state police district shall participate.
 - e. Representatives from each bureau/division are encouraged to meet and confer with other area representatives in an informal setting to achieve information sharing. This may be accomplished through shift briefings, informal meetings, etc.

2. Uniform Services Bureau

- a. The Uniform Services Bureau is comprised of three entities:
 1. The two geographic zones are the East Zone and the West Zone each commanded by a Major, who reports to the Uniform Services Bureau Deputy Chief. Each zone is a compilation of districts whose geographic boundaries are determined by the Office of the Chief. Each district is commanded by a Captain and staffed by lieutenants, sergeants, officers, and support staff, as deemed necessary for function.
 2. Each uniform district is staffed by uniformed officers, responsible for the preliminary, and in some cases, entire investigation of calls for service, traffic law enforcement and directed patrol activities within its boundaries.
 3. The Special Operations Bureau is commanded by a Major, who reports to the Uniform Services Bureau Deputy Chief. The Special Operations Bureau is comprised of the Department's Fleet Management section, the agency liaison to the Governor's Office of Homeland Security and Emergency Management, and the Hazardous Materials/WIPP/WMD Coordinator. The Special Operations also encompasses the department's full-time specialty assignments: Criminal Enforcement Unit, Aviation Section, Search and Rescue, and part-time specialty teams: Search and Recovery Dive Team, Tactical Team, Motorcycle Unit, Explosive Ordnance Disposal Team, Emergency Response Team, Honor Guard, Hostage Negotiations, Peer Officer Support Team and Tactical Emergency Medical Support Team,. Special Operations functions as specialty support for the Department.
 - a. An annual review will be conducted for each specialized assignment within the Special Operations Bureau to determine whether the unit shall be continued. Refer to *Attachment C & D Annual Review of Specialized Units*.
 - b. A copy of the annual review will be forwarded to the Research & Development Section for accreditation purposes in January of each year.

3. Investigations Bureau

- a. The operations of the Investigations Bureau are overseen by a Deputy Chief, who reports to the Chief of Staff.
 1. Criminal Investigations North Zone and South Zone,
 - a. The Investigations Bureau is commanded by a captain per zone, and is staffed with lieutenants, sergeants, and agents, as deemed necessary for function.
 - b. This Bureau is responsible for conducting investigations of major felonious crimes, conducting follow-up investigations as required, assisting the patrol function, and other law enforcement agency personnel in furthering criminal investigations. The investigations bureau also houses units specializing in criminal analysis and crime scene processing.

- c. This Bureau is responsible for the investigation and suppression of controlled substance-related offenses and activities, Clandestine Laboratories, intelligence gathering and dissemination, and participation in such regional, federal, or local task forces, as determined by executive command staff.
- d. An annual review will be conducted for each specialized assignment within the Investigations Bureau: Online Predator Unit, Crime Scene Technician, Polygrapher, and Clandestine Lab Technician to determine whether the unit shall be continued. Refer to *Attachment C & D Annual Review of Specialized Units*.
- e. A copy of the annual review will be forwarded to the Research & Development Section for accreditation purposes in January of each year.

C. Unity of Command/Supervisory Accountability

- 1. Each organizational component of the State Police shall be under the supervision and command of only one supervisor at any given time.
- 2. Span of Control must achieve effective direction, coordination and control so the number of employees under the immediate control of a given supervisor shall not be excessive.
- 3. Proper span of control will be determined by factors such as:
 - a. Ability of the subordinate(s).
 - 1. Complexity of the tasks to be performed by the subordinate.
 - 2. Separation by time or distance of the supervisor and the immediate subordinates.
 - 3. Number of supervisors on duty at a given time.
- 4. Each employee of the State Police shall be accountable to only one supervisor at any given time.
 - a. Each employee shall have a clear understanding of the reporting relationship to their supervisor, and shall have access to that supervisor or designee, as applicable.
- 5. Supervisors may designate an "acting" or "temporary" supervisor to act in their place during an absence. In this event, each subordinate shall be informed who will be filling the temporary assignment and its duration.
 - a. Authority and functions may be delegated to subordinates, but responsibility remains with the supervisor who made the assignment.
 - b. Each employee shall obey the lawful orders and instructions of persons assigned to direct their activities.
- 6. At each organizational level within the State Police, employees who are assigned responsibility to perform a given task(s) shall be afforded the commensurate functional authority to effectively execute their duties.

- a. Employees shall be held accountable for the judicious use of delegated authority for its application in accordance with the provisions of law and compliance with established Departmental policies, procedures, rules, regulations, and directives.
- 7. Supervisory personnel are accountable for:
 - a. Subordinates' adherence to Department rules, regulations, policies, procedures, and directives.
 - b. Ensuring that subordinates have direct and ready access to rules, regulations, policies, procedures, and directives.
 - c. The activities of all subordinates under their immediate control.
 - d. Maintaining an awareness of current Departmental rules, regulations, policies, procedures, and directives.
 - e. The maintenance of discipline and the provision of leadership, supervision, and example to ensure the efficiency of department operations.
 - f. Supervisory personnel remain accountable for all job related failures on the part of their subordinates, when the supervisor was aware of the potential for failure and failed to take the appropriate action to correct the deficiency.

D. Administrative Reporting

The operations of the department are documented on specific administrative reports. Those administrative reports are described in the New Mexico State Police Administrative Reports Guide attachment.

E. Administrative Forms Development and Management

- 1. Agency forms can be developed by any department employee who identifies a need for the particular form. Department employees are encouraged to develop forms which will assist in improving the overall efficiency of the department.
- 2. The procedure for developing a new department form is as follows:
 - a. Employee develops form and completes correspondence describing the need for the form, as well as instructions for completing the form.
 - b. Employee submits form and correspondence to the Research & Development Section of the Standards Bureau for coordination and dissemination.
 - c. The Research & Development Section disseminates the form to Division Directors and the Office of Legal Affairs (if applicable) for review and compiles input.
 - d. The Research & Development Section forwards final draft to the Office of the Chief for final approval.
 - e. Once final approval is obtained, the Research & Development Section assigns a number to the form and distributes it to the department.

- f. The Research & Development Section is responsible for ensuring accountability of all department forms; including coordination of development, modification, review and ultimate approval and distribution.
- g. Department forms shall be made available to all employees through posting on the Department's website, the Insider.
- h. In the event a form currently in use is being considered for modification, the above described procedure will be followed.

F. Administrative Compliance with Accreditation Standards

- 1. The Research & Development Section shall have the authority to manage the Department's compliance to accreditation standards, including but not limited to:
 - a. Making assignments to conduct analyses.
 - b. Making assignments to generate reports.
 - c. Making assignments to produce proofs.
- 2. The Research & Development Section shall issue assignments, through the Office of the Chief, for specific personnel to complete reports, reviews, and other accreditation activities as well as ensuring these tasks are accomplished accurately and in a timely manner.
- 3. The Research & Development Section shall develop a system which identifies accreditation tasks, who is assigned to complete the task, and deadlines for completion. This system will also detail when assignments are not completed.

7.0 ATTACHMENTS

- A. Organizational Structure Chart**
- B. State Police Administrative Reports Guide**
- C. Annual Review of Specialized Assignments**

8.0 APPROVAL

APPROVED BY: _____

DPS Cabinet Secretary

DATE: _____

03/03/11